

## **STEP-UP Supervisor's Alternate Training Checklist**

At minimum, all of the following items must be covered with direct and alternate supervisors who will have responsibility for supervising City of Minneapolis STEP-UP youth participants. Sites will be visited by STEP-UP Program monitors to ensure compliance with program rules and requirements (see Monitoring Guide in folder pocket).

\_\_\_\_\_ **Purpose of STEP-UP**

\_\_\_\_\_ **Worksite Agreement and Job Description**  
(go over *your* Worksite Agreement and *your* Job Description)

\_\_\_\_\_ **Responsibilities of Supervisor, Orientation of Youth, and Right to Know Act**

\_\_\_\_\_ **Effective Discipline and Corrective Action Forms**

\_\_\_\_\_ **Payroll, Time and Attendance Procedures**

\_\_\_\_\_ **Safety and Child Labor Regulations**

\_\_\_\_\_ **Summer Worker Emergency Contact Form**

\_\_\_\_\_ **Injury Reporting and Workers' Compensation/Liability Insurance**

\_\_\_\_\_ **Sexual Harassment**

\_\_\_\_\_ **Complaint Procedures/EEO Affirmative Action Policy**

**Agency Name or School Program** \_\_\_\_\_

**Name of Worksite (if different)** \_\_\_\_\_

I have been provided with training on the above topics. I have also been supplied with the 2013 Supervisor Manual reference. I have a copy of my worksite's Job Description(s) and a signed copy of the Worksite Agreement and Addendum.

\_\_\_\_\_  
**Signature of Supervisor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Training Provided by (This person must have attended the training provided by STEP-UP staff.).**